

NASA/GRC AEROSPACE TRAVELING BUS REQUEST FORM

AeroSpace Traveling Exhibit Bus (aka AeroBus)

Please Note.

The bus is only available for local events no more than 100 miles from Cleveland, Ohio.

Click on the following link to access a printable copy of the brochure and view photos of the bus.
<http://aerobus.grc.nasa.gov/brochure.shtml>

Please view the [FAQ's](#) page for additional information.

1. Title of Event:
2. Date(s) of Event:
3. Times of Event:
4. Location of Event: (complete address with building name if applicable)

Requester Information:

Name: (include title, if any)

Phone #:

Email:

Include additional phone number(s) where you can be reached (cell phone or pager).

Sponsor, if different from requester:

5. Approximate total of expected attendance at the event:
6. What is your latest deadline date to confirm or cancel your request?

NOTE: We will try to meet your deadline date, but please take into consideration that the drivers are volunteers and seldom commit too far in advance. Deadline dates can only be 1 or possibly 2 months in advance.

7. If the bus will be parked overnight at the event location, will there be regularly scheduled, full-time guards or security protection?
8. If not, indicate the any alternate precautions that are available.

The Aero Bus does not charge a fee to attend events. We do request the following support.

Do you or your sponsor agree to pay the lodging expenses for driver and operator?

YES ____ NO ____

Please allow extra lodging nights for travel time to and from event. The travel days will be included on the schedule.

If a one day event,, please take into consideration travel time to and from your event, if travel time exceeds 3 hours, the driver may need lodging the night before and the night of the event.

If one of our retired NASA employees volunteers to drive/operate the bus for your event, do you or your sponsor agree to pay a compensation fee of \$100.00 a day (including travel days) to the driver, plus the lodging? YES ____ NO ____

POC: Sandra Jacobson, Program Coordinator **email** address:
{Sandra.E.Jacobson@grc.nasa.gov}